

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24 May 2010

PRESENT

Mr M Johnston (Chairman)

Councillors : Miss L Boyes, Mr S Boylan, Mr N Dennis, Mr J Dodson, Mr J Jullien, Miss H Parish,
Mr J Pook, Mr D Whiter, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 1 (inc NHW Co-ordinator)

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item	Power Action
<p>1 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR Mr Jullien nominated Mr Johnston, Mr Whiter seconded. No other nominations received. Mr Johnston accepted and was elected Chairman. Vote recorded all in favour. Mr Johnston signed the Declaration of Acceptance of Office of Chairman and took the Chair.</p>	
<p>2 ELECTION OF VICE-CHAIRMAN FOR THE FORTHCOMING YEAR Mr Johnston nominated Mr Pook, Mr Wilderspin seconded. No other nominations received. Mr Pook accepted and was elected Vice-Chairman. Vote recorded all in favour.</p>	
<p>3 DELIVERY OF DECLARATIONS OF ACCEPTANCE OF OFFICE Declarations were signed and delivered to the Clerk. The Clerk to meet with Mr Wright, who was absent from the meeting, to receive his declaration form. The Clerk reminded Councillors who had not yet completed their Registers of Interests, to complete and return them within 28 days of signing their Acceptance of Office.</p>	
<p>4 TO RECEIVE APOLOGIES FOR ABSENCE Mr W Wright</p>	
<p>5 MEMBERS' DECLARATIONS OF INTEREST None received</p>	
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<p>6 Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to the business to be transacted, to address the meeting. No addresses regarding prejudicial interests were made No Items were raised by members of the public present Public forum closed in order for the Parish Council meeting to commence.</p>	
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<p>7 TO SIGN & APPROVE MINUTES OF MEETINGS: Full Council Meeting held on 26th April 2010. It was proposed, seconded and unanimously approved that the Chairman sign the Minutes with no amendments. Planning Meeting held on 13th May 2010. It was proposed, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.</p>	
<p>7.1 Matters to report from previous minutes (for information) No items reported</p>	
<p>8 REVIEW & ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES</p>	
<p>8.1 Standing Orders RESOLVED: To adopt the New Model Standing Orders including amendments as circulated from the Clerk.</p>	

8.2 Financial Regulations

- (i) Amendments made to sections 11.1 (b), (g) & (i), due to new limits approved within the new Standing Orders.
RESOLVED: To adopt amended Financial Regulations as circulated.
- (ii) **Proposed**, seconded and approved to re-appoint the Clerk as Responsible Financial Officer.
- (iii) Use of Direct Debits approved for Virgin Media (telephone/broadband charges) and PWLB (loan repayments).
- (iv) Bank signatories: Mr Marriott to be removed as a signatory to the current account, to be replaced by Mr Pook. No changes required to the deposit account.

8.3 Street Furniture & Assets Registers

No additions, deletions or amendments made to either registers.

8.4 Council Policies and Procedures

- (i) Risk Management Policy – last reviewed in January 2010, no further amendments required.
- (ii) Insurance Policy – reviewed and approved for renewal at the meeting on 26th April.
- (iii) Complaints Procedure – no amendments required to existing procedure.
- (iv) Freedom of Information Procedure - no amendments required to existing procedure.

9 REVIEW & ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES

- (i) As listed below. Changes made to Ponds and to Constables Rood working parties.
Working Parties:
- Christmas Lights: Mr Dennis, Mr Whiter
 - Constable's Rood: Mr Pook, Mr Whiter
 - Finance: Mr Dodson and Mr Jullien
 - Parish Plan Review: Mr Whiter, Mr Pook, Mr Jullien, Mr Dennis
 - Personnel: Mr Johnston, Mr Wright
 - Ponds: Hannah Parish

Mr Pook asked if funding from the Constable's Rood budget could be used to pay for one cut of the central wild flower mound later this year. No objections raised.

- (ii) Council Committees. No formal committees in place.

10 REVIEW & ELECTION OF REPRESENTATIVES TO VILLAGE COMMITTEES AND CHARITIES

The following changes were nominated and elected:

- Swavesey Byways Committee: Mr T Parish (on behalf of the Parish Council) and Lisa Boyes elected for four years to May 2014.
The Parish Council had also been asked to nominate two residents to the Committee: Mr J Shepperson and Mrs S Rogers were nominated and elected.
- Community Football Club: Mr Pook elected to continue on this committee for a further year.

11 COUNTY COUNCIL BUSINESS**11.1 Guided Busway**

No news received on opening dates. County Cllr is keeping the Parish Council informed regarding latest reports on discussions between CCC and the contractor.

11.2 Correspondence for information and items for County Councillor

- (i) Highways Maintenance
- A14 flyover – is being scheduled for repair work to the surfacing in August 2010.
 - Ramper Road – the sinking road over the culvert is to be filled and levelled very soon. It is not known why the sinking is occurring as CCC has reported that the culvert is not damaged. Further enquiries will be made.
 - Footpath, Boxworth End – still no date for when the kerbstones will be lifted.
 - Roadside verges, Middlewatch – the posts have now been delivered and will be installed in the agreed verges very soon. Request also received for posts in the verge opposite Cygnus Business Park.
 - Rose & Crown Road is to be surface dressed from mid-June.
- (ii) FP2 along the Riverbank between Webb's Hole Sluice and River Drove will be closed for approx one month during September, whilst the Environment Agency carries out maintenance work to the riverbank.

12 DISTRICT COUNCIL BUSINESS

The Chairman welcomed Cllr Mrs Ellington to the meeting, having been re-elected District Councillor for Swavesey on 6th May

- 12.1** Cllr Mrs Ellington reported that following discussions with County Councillors about winter gritting and salting, SCDC and CCC hope to work together in the future to identify hotspots and consider using volunteers within the parishes to help keep paths, cycleways and rural roads clear of ice. The Parish Council was asked to consider how it might help and if salt bins might be available within the parish. Councillors **RESOLVED** to discuss this further at a future meeting, also to include this within the Emergency Plan being drawn up and to have information available at the stand at the forthcoming Festival Gala Day. Cllr Mrs Ellington added that local MPs would be contacted to request assistance in ensuring that if volunteers are included, liability issues can be clarified, as this is a national issue.

13 POLICE BUSINESS

- (i) Crime & NHW Report circulated. The Chairman and Lisa Boyes had met with Sgt Rogerson at Histon Police Station to discuss Police and Parish liaison. This was a positive meeting, however the appointment of a replacement Police Constable for this area had been delayed further and the area PCSO was still covering other villages. It was hoped this situation would be resolved within the next few weeks.

NHW report included notice that two Police Officers would be provided for the Festival Music evening on 26th June, paid for by the Festival. Other Police presence would be prioritised for this area when the College Prom finishes to help ensure there are no incidents.

Also reported that a serious dog on dog attack took place on the recreation on Weds evening 19th May. Witnesses have been contacted by the Police. The dogs involved in the attack were known and the Police are investigating.

Neighbourhood Panel Meeting was held on Tues 18th May and Swavesey has been listed as a priority for ASB again for a further three months.

14 ANNUAL FAIR

Visited during w/c 3rd May, opening the Tues/Weds/Thurs evenings only again. Mr Dean, the Fair owner, had reported that takings were again low and he made a loss for the second year. Having opened weekday evenings for three years now, he considers the ASB problems will have gone and asks the Council to permit him to open on Fri/Sat evenings again next year.

Council to ask Mr Dean to consider moving his visit to during the summer, when children are not at school and to consider using the 'showground' field next to the Guided Busway instead of Market St. Mr Dean will review his schedule and reply to Council later this year. With regard to staying in Market St and opening Fri/Sat next year, Council wished to consult directly with residents in Market Street first and also with the village as a whole (via the Meridian) to hear residents comments on weekend opening times. Council also to consult with the Neighbourhood Police.

Mr Dean suggested using the recreation green, however Council's response was that the recreation green would not be available during May (football season still in progress), August also sees football matches. Council were also concerned that a larger fair on the recreation green could cause other problems and increase ASB problems.

Comment made that posters advertising the Fair, posted onto telegraph poles around the village, are not removed by the Fair afterwards. This to be passed on to the Fair owner.

Clerk

15 VILLAGE AND PLAY AREA MAINTENANCE**15.1 To receive the monthly report from the Village Handyman**

- (i) Plants tubs will be planted with summer bedding plants during the next month. Councillors passed on their best wishes to the Handyman's wife, following her recent illness.
- (ii) Bar Hill Children's Centre wishes to erect a gazebo on the recreation green one afternoon, to hold a parent consultation. No objections raised but the Centre to be asked to consult with the Primary School so that parents know who will be there and why.

16 DRAINAGE

- (i) Gt Ouse Tidal River Strategy consultation. Neighbouring Parish Councils have also expressed their concerns to the Environment Agency (EA) about the possible review of the Earith Drawmark level and have also complained to the EA about lack of consultation on the Tidal River Strategy. County Cllr Ms Smith has also been in contact with neighbouring County Cllrs to ensure each parish/area is aware of each other's comments relating to the consultation. Following further discussion with the EA, the Clerk reported that the EA will organise public meetings later this year to discuss the review of the drawmark in more detail.
- (ii) Draft Gt Ouse Catchment Flood Management Plan consultation. The Clerk had attended the exhibition of the consultation held on 14th May. Parish Council concerns expressed :
- over the fall in the percentage risk of flooding to Swavesey, particularly in relation to the higher risk of surrounding areas
 - the fall in the number of properties now listed as at risk of flooding in Swavesey parish
 - the intention to manage flood risk naturally, which would have no advantage for Swavesey parish
 - that urban areas appear to receive more defence work than rural areas
 - that developers need to make bigger contributions towards flood risk defence and mitigation than they presently do
- The Clerk and Mr Wilderspin to draw up a response to the consultation.
- (iii) Reply received from the EA on flood risk concerns and maintenance work, as discussed over the past year. Clerk to query whether the planned maintenance to Church Drain is to be to only the section east of Station Road, or to include the section west of Station Road as well.

17 ANNUAL REPORT

Draft circulated for approval. Requested to include a breakdown of the Administration costs, other than that the report as circulated was approved for printing. To be printed at the Village College. Copies to be available at the Parish Council stand at the Festival Gala Day and in shops and surgeries around the village. 1

18 PLANNING**18.1 To consider correspondence received**

- (i) A14 Improvements. Confirmation of Pre-Inquiry Hearing on Monday 24th May. Public Inquiry to begin on Tuesday 20th July, both held in St Ives. Letter received detailing the exit and entry slip road layout for the Trinity Foot junction. Council did not wish to submit a Statement of Case relating to this junction.

18.2 Guided Busway – Exit Certificates – Temporary access

In relation to construction access over land along Swavesey Byways. Plot No. DP150 – Mow Fen Drove & Plot No. DP223 – Lairstall Drove. No reports of land not having been reinstated to a satisfactory condition, therefore exit certificates approved.

18.3 Enforcement Action Update

Land at Cow Fen Drove. High Court judgement on 14th May gave the defendants jail terms of 3 months, suspended for 3 weeks during which time all residential paraphernalia is to be removed from the site and alternative accommodation secured. SCDC Enforcement Officers to inspect the site on Mon 7th June to confirm compliance. If there is still a breach of conditions at this date, then application will be made to the High Court for imprisonment to be invoked by 11th June.

The Parish Council to write to the District Council to ask how they will ensure that their legal costs and fines on the defendants are recovered.

Clerk

18.4 To consider planning applications received

- (i) Ref: S/0516/10/F – 76 High Street, Mr & Mrs Cockram. Objections raised:
- The proposed development will be across the full width of the plot, up to the neighbouring boundary at No.74, and will extend across the neighbouring property's ground floor window, depriving the room of much of its natural light. No. 74 is an older property, built sideways on to the road with its principle room windows facing south onto the property at No.76.
 - The extension will be close to the neighbouring property, presenting a large blank wall very close to the much older property.
 - The proposed development would significantly alter the appearance of the property.
 - Concern raised over loss of parking space. Not only will the garage be converted to living accommodation, a section of the driveway/front garden will also be lost to the proposed extension, reducing the amount of space available for off-road parking.
- (ii) Ref: S/0390/10/F – Environment Agency. New pumping station at Webb's Hole Sluice. No objections but comment made that the application is for a new pumping station at Webb's Hole Sluice to take the sewage treatment outflow from Uttons Drove STW, which will take wastewater from the proposed development at Northstowe and treat and discharge this into Utton's Drove Drain. Although raising no objections to this application, the Parish Council wished to comment that it does not agree that this new pumping station will supply a total solution to the drainage problems which the Northstowe development will make on drainage and flood risk in the Swavesey area.
- (iii) Ref: S/0343/10/F – 4 Hobbledodd's Close. Mrs B Hendry. Annexe. No objections.
- (iv) Ref: S/0639/10/F – 4 Greenside Close. Mr & Mrs Luddington. Pitched roof to garage and front porch.

18.5 Permissions

Ref: S/00389/10/F – Swavesey village college. Change of use from D1 (School admin offices) to B1 (children & locality team services offices).

Ref: S/0184/10/F – MG Owners Club, Octagon House, Over Road. Permission for workshop & warehouse extension (to extend time limited permission).

18.6 Refusals - None received

18.7 Appeals - None received

19 FINANCE**19.1 To approve payment of outstanding accounts**

It was **proposed**, seconded and carried unanimously to approve the invoices and cheques as listed.

Vchr 17	Festival 2010 grant	1,000.00	0.00	1,000.00
Vhr 20-22	Village maintenance	540.00	94.51	634.51
Vchr 23	Parish Council insurance premium	1,378.40	0.00	1,378.40
Vchr 24	SCDC – Byways Contribution	562.13	0.00	562.13
Vchr 25-30	Administration and salaries	1,315.40	9.32	1,324.72
Vchr 29	CPALC Affiliation Fee	622.44	0.00	622.44
	Total:	5,418.37	203.83	5,522.20

Accounts reconciled at 17/05/10: Current a/c £5,940.67. Deposit a/c £51,741.96

19.2 Notice of receipts received

Vchr 19	Cambridgeshire County Council	Verge cutting grant	£1,525.03
Vchr 31	HM Revenue & Customs	VAT refund	£196.31
Vchr 18	J Dean Fairs	Donation	£100.00

19.3 Internal Audit Report

Final report had not been received, so item deferred until June meeting.

20 GENERAL CORRESPONDENCE

- (i) St Andrew's PCC – thanking the Parish Council for the annual churchyard grant.
- (ii) Trustees to the Swavesey Cemetery – thanking the Parish Council for the annual cemetery grant.
- (iii) CPALC – Membership information, training dates.
- (iv) Addenbrookes Hospital – opportunity to meet with Governors. Suggested this be a subject for the Annual Parish Meeting next year.
- (v) University research project, Masters Degree student at Anglia Ruskin University. Request for discussion with the Clerk to help with the research for a dissertation on Local Planning – approved.
- (vi) Cambridgeshire ACRE – products and services booklet.
- (vii) Newsletters & magazines

21 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Market Street parking and safety issues.
- (ii) Steam Rally, final details regarding this year's event.
- (iii) Parish Council logo. The Clerk presented the new logo, to be used on headed stationery, website and other relevant places. Unanimous approval received, with thanks to Mr Green for his time and help.

Next meeting dates:**Planning – 8.00pm Thursday 10 June 2010****Full Council – 7.30pm Monday 28 June 2010**

There being no further business, the meeting was declared closed at 9.17pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government Act 1972, Part VII, s111(1)

Minutes approved & signed as a correct record by the Parish Council on 28 June 2010

Accounts are published here in summary, full details can be obtained from the original Minutes